EFT Application Form

(to be completed and authorised by the Vendor)

Enquiries: 1300 656 772

Return to: Accounts Payable, Shared Services Division
Australia Post
GPO Box 5091
Melbourne Vic 3001

OR send by fax to: (03) 8371 6162

Vendor Number
if known (Not applicable for new Vendor Requests)

I, _____ in my capacity as
(Name of Authorised Representative)

_____ being an Authorised Representative of
(Job Title of Authorised Representative)

_____ hereby authorise Australia Post to pay
(Vendor / Company Name)

amounts owing for invoiced goods and services, to the bank account indicated. I also hereby authorise Australia Post to send its remittance advice via the method indicated.

Vendor Details:

ABN	
Registered Entity Name	
Trading Name	

Address Details:

Street Address	
Suburb	Postcode
Postal Address: PO Box	
Suburb	Postcode

Bank Details:

Account Name
BSB (Must be 6 digits)
Account No. (Max 9 digits)
Bank Name
Suburb
State

Remittance Advice Preference (E-mail or Fax): Tick one box

Company E-mail address	❑
Company Facsimile number *(Include Area Code)* [ ]	❑

Note:
1. The Remittance Advice will be issued via the nominated method on the same day that payment is credited to the bank account. In case of initial transmission failure an additional five attempts will be made. In the event this is still unsuccessful, the Remittance Advice will be issued via mail.
2. If neither of the above methods is indicated, the Remittance Advice will be issued via mail.

Conditions of this agreement:

1. The Vendor is responsible for the accuracy of the above particulars. The Vendor is responsible for advising Australia Post in writing of any changes in the above particulars. The Authorised Representative warrants by signing this form that the Vendor is aware of its responsibilities under this clause. Upon receipt of such notifications, Australia Post may, in its discretion solely, make payments by EFT in accordance with the details provided.
2. The Vendor warrants that the bank account details so provided are not false and comply with all applicable laws.
3. Australia Post has the right to accept the authority of the undersigned as conclusive evidence of that person's authority to execute this agreement on behalf of the Vendor. Australia Post is under no obligation to verify the authority of the undersigned Authorised Representative of the bank account details.
4. Whilst Australia Post will use all reasonable measures to maintain confidentiality, both the Authorised Representative and the Vendor acknowledge that it may not be practical for Australia Post to keep these account details confidential in the circumstances. These details will be available to Australia Post staff in carrying out their normal duties in paying invoice accounts.
5. Payment will be deemed to have been made when Australia Post has instructed its Bank to credit the account. Australia Post will not be responsible for any delays in payment or errors due to factors outside the reasonable control of Australia Post, including but not limited to delay or errors in the banking system.
6. The Vendor acknowledges that Australia Post, by accepting the authority, does not promise to remit payments by EFT to the Vendor but may do so if it so chooses, in its discretion solely. This authority is the Vendor's authorisation for Australia Post to make EFT payments should it choose to do so.
7. The Authorised Representative warrants in his/her own right that:
   he/she has the authority to bind the Vendor to the conditions of this agreement
   the banking details provided are accurate; and
   by signing this form, that the Vendor is aware of its responsibilities under this agreement.
8. The Authorised Representative indemnifies Australia Post in relation to any loss or damage (including consequential loss) which Australia Post may suffer due to any breach of the Authorised Representative's warranties at clause 7. The Vendor indemnifies Australia Post in relation to any loss or damage (including consequential loss) which Australia Post may suffer due to any breach of the Vendor's warranties at clauses 1 and 2 respectively.
9. Australia Post requires personal information from the Vendor to process this EFT Application Form. This form cannot be processed without this personal information. The Vendor may request access to this personal information while it is stored by Australia Post. A request by the Vendor to access personal information will be assessed by Australia Post in accordance with the law. Australia Post will provide reasons where access is denied.

Signature of Authorised Representative	Signature of Witness
Date	Name of Witness
[ ] Telephone Number *(Include Area Code)*	Job Title of Witness